

DEPUTY SHERIFF – DETECTIVE SERGEANT

GENERAL STATEMENT OF DUTIES

Performs criminal investigative work for the County Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs criminal investigative work involving the investigation of crimes and complaints, the securing of evidence, the apprehension and prosecution of criminal offenders and the presentation of evidence in court. Employee must use considerable judgment and discretion in obtaining and analyzing facts and interpreting the law to specific cases. Work is performed in accordance with established departmental policies and procedures, local ordinances, state statutes, and federal laws. Employee is subject to the usual hazards of investigative and general law enforcement work. Duties are performed under the supervision of a higher ranking officer and are evaluated in terms of the effectiveness in solving crimes.

ILLUSTRATIVE EXAMPLES OF WORK

- Investigates crime scenes to determine exact nature of violation(s); collects preserves and processes evidence; photographs pertinent evidence; and documents facts of the case.
- Interviews complainants, suspects, witnesses, and other persons who may have information related to crimes or suspected criminal activity.
- Maintains communications with informers and surveillance over known agitators, suspected narcotics dealers, and other suspected law violators.
- Prepares detailed investigation and arrest reports; assembles and organizes statements and evidence for presentation in court; presents evidence and testifies in court as needed.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of modern criminal investigative practices and procedures.
- Considerable knowledge of federal, state, and county laws relative to criminal investigations.
- Considerable knowledge of the geographical layout of the County.
- Considerable knowledge of all civil and criminal papers served by the Sheriff's Office.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to exercise sound judgment in emergency situations.
- Ability to work effectively with other employees and the public.
- Ability to make observations and remember names, faces, and various details.
- Ability to prepare accurate records and reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with three (3) years experience in law enforcement work; an equivalent combination of experience and training.

SPECIAL REQUIREMENTS

Refer to the North Carolina Criminal Justice Training and Standards Council Act and the North Carolina Criminal Justice Training and Standards Council for employment, education, and training standards for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002